

**SECTION 9  
ATTACHMENT I  
Contractors Pandemic Planning Checklist**

1. Key succession and performance planning if there is a sudden significant decrease in contractor's workforce.

Suggested Components
a.) Identify a pandemic lead with defined roles and responsibilities.
b.) Develop a continuity of operations plan for critical and essential services and products.
c.) Cross-train employees for continuity of business on critical and essential services.
d.) Establish policies for flexible worksites (e.g. telecommuting) and flexible work hours (e.g. staggered shifts).

2. Alternative methods to ensure there are services or products in the supply chain.

Suggested Components
a.) Determine potential impact on continuity of services and products provided.
b.) What materials, equipment or supplies will the business need to stock in advance to be self-sufficient through an 8-10 day time period.
c.) Identify contingency for accepting and/or delivering services and products if normal processes are interrupted.
d.) Identify essential staff and other critical inputs (e.g. suppliers, sub-contractor services, products, and logistics) required to maintain business operations by location and function.

3. An up to date list of company contacts and organizational chart.

Suggested Components
a.) Establish emergency notification call-trees.
b.) Emergency communications plan which includes identification of contractor's key contacts (with back-ups) emergency phone numbers including fire and police departments, and company organization chart.

-Definition: A pandemic flu is a worldwide epidemic flu. Because there is little or no natural immunity, the disease can spread easily from person to person.

- Suggested Components based on best practices

- Additional information can be obtained at:

[www.cdc.gov](http://www.cdc.gov)

[www.hhs.gov](http://www.hhs.gov)

[www.azdhs.gov](http://www.azdhs.gov)